

The Society of Ohio Archivists newsletter

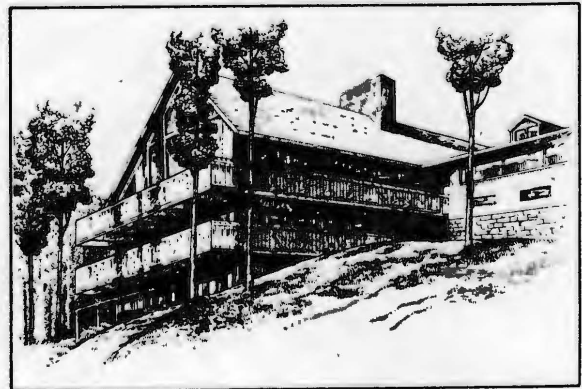
Vol. 8, No. 1

Spring 1977

SOA Spring Meeting at Burr Oak

The Ninth Annual Meeting of the Society of Ohio Archivists will be held Friday and Saturday, May 13-14, at Burr Oak State Park Lodge, near Athens, Ohio. The program for the meeting includes a variety of sessions which should be of interest to archivists, manuscript curators, genealogists, and historical administrators. The meeting site also offers many recreational opportunities and should be beautiful at this time of the year.

The program on Friday morning will include a workshop on book conservation techniques with Chiara Renaldo, Head of the Binding Division at the University of Cincinnati Libraries. This session is designed to provide instruction in basic techniques which can be utilized in institutions without funds or personnel for an extensive conservation program. Stephen Haller and Edward McConnell, Ohio Historical Society Local Government Records Specialists at Wright State University and Ohio University respectively, will discuss the use of county court and land records in genealogical research. Throughout the state, many of these records have recently become more widely available as a



BURR OAK STATE PARK LODGE

result of the Local Records Program operated by the OHS and the Ohio Network of American History Research Centers.

A challenge faced by administrators of historical agencies is mastering the techniques and art of securing grant support for special projects and general operations. After luncheon, Dennis East, Chief of the OHS Manuscripts and Archives Division, will explain the program of the National Historical Publications and Records Commission and the role of the Ohio Historic Records Advisory Board. Local sources of special funds will be examined by John Kerwood, Director of the Montgomery County Historical Society. Following this session, society members will hold their annual business meeting, after which, committees will have an opportunity to convene. No formal activities

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SOA Spring Meeting

are planned for Friday evening.

On Saturday morning, Dr. Hugh Earnhart will discuss the local oral history program of Youngstown State University's Department of History. Dr. Clara Lelievre of the University of Cincinnati Department of Accounting will discuss 19th century accounting methods and the interpretation of financial records. This session will be particularly helpful to those involved with the processing and use of business records. Ohio gravestones as a research resource and Folk Art form, along with techniques of rubbing, will be examined by Eleanor Heishman, Assistant Director of the University of Cincinnati Libraries.

After lunch, John Gotherman, Chief Counsel of the Ohio Municipal League, will explain key provisions of the new Ohio Privacy Law and their implications for the administration of historical records containing personal information, particularly the problem of access.

Burr Oak State Park has overnight accommodations in the lodge and in nearby cabins. A restaurant and snackbar are conveniently located in the lodge. Recreational attractions include golf, tennis, hiking and boating. For those with indoor interests, there are pool tables and a heated swimming pool.

Registration materials for the meeting will be mailed in mid-April. The society looks forward to welcoming both members and non-members who may be interested in this meeting. For further information, contact Alice M. Vestal, Special Collections Department, 610 Main Library, University of Cincinnati, Cincinnati, Ohio 45221.

FORUM

A
Statement of
Editorial Policy

The Society of Ohio Archivists has reached a milestone with the publication of this newsletter. After failing to secure an agreement with OHS for continued production of *The Ohio Archivist*, Council elected to create a new periodical, the *SOA Newsletter*.

Some features of the former publication will remain, e.g., listings of acquisitions, news notes, and SOA activities. But there will be a new emphasis on the solicitation of editorial comments to appear in FORUM, and the newsletter will with the exception of this issue, endeavor to include feature articles on archival institutions around the state and on important new collections.

In the months ahead, we shall continue to seek ways in which the newsletter can best serve the members of SOA. If you have ideas to this end, we hope you will share them with us. Together, we can do a better job.

—JRK

THE SOA NEWSLETTER

...is a semi-annual publication of the Society of Ohio Archivists. It is published every spring and fall prior to the regularly scheduled meeting of the society.

The editors welcome articles, photographs, opinions and other suggestions.

Editor: John R. Kerwood

Managing Editor: Alice Vestal

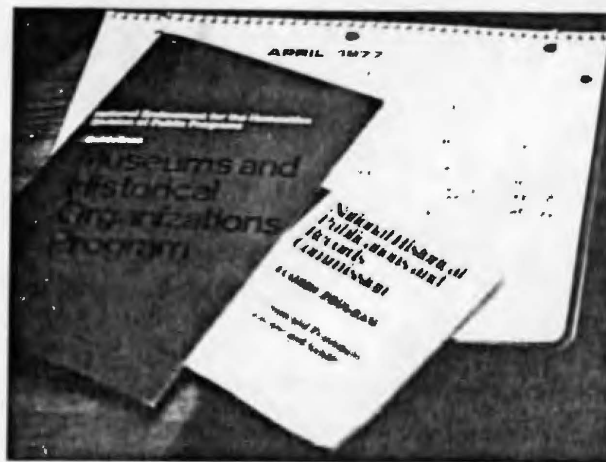
Address: Montgomery County
Historical Society
7 North Main Street
Dayton, Ohio 45402

Everyone His Own Grantsman

BY MARGARET CHILD

Preparing an application for a grant is an activity which very few people seem to enjoy and, indeed, which most undertake with misgiving and even dread. And yet "grantsmanship" is not an esoteric art which only those with special talents can master. The following remarks are intended simply to point out some very obvious things to keep in mind when writing an application and to stress the fact that it is not a mysterious process but one where common sense is the best guide.

First of all, read whatever guidelines and instructions have been issued by the granting agency and make sure that your project falls into the areas with which it is concerned. For example, the mission of the Collections Program of NEH is to make materials available for research by postdoctoral scholars in the humanities. If your collection is not of real interest and significance to that particular audience, you should not apply to NEH. If it is, you should provide specific evidence of such scholarly demand and of the urgency of making the collection available for research as soon as possible. In addition, you should also mention potential spin-offs from the project which might serve other constituencies such as curriculum development for teachers, resources for amateur historians and genealogists, or public programs or exhibits for the general lay public. Remember that readers of your application will for the most part know only what is



stated in the application, so do not assume that because you are convinced of the importance of your project, reviewers will automatically share that bias.

It is helpful to reviewers if an application includes specific information about the applicant institution's ability to serve its public, particularly if the institution is not well-known. How many volumes and how many manuscript collections of what dimensions does the institution hold? How many of the latter have been reported to NUCMC? How many have adequate finding aids? What is the size of the backlog and how is it being dealt with? Are the collections still growing and what is the acquisitions policy pursued by the institution? What kind of balance is there between collecting and processing? What is the size of the staff? How many are trained librarians or archivists? How many hours a week is the institution open and what facilities does it have for scholars, i.e., a reading room, reference materials, microfilm readers? How many reader days did the institution record during the preceding year? What sort of storage facilities does the institution provide for its collections?

Are they temperature and humidity controlled? How does the present project relate to the overall operations of the institution in terms of staff time and funding? What sort of on-going commitment will be made by the institution to maintain and service the collection once it is processed?

When the application requests what is essentially "seed money," that is funding to initiate a project which will eventually be chosen by another funding agency or incorporated into the institution's own budget, there should be a clear and forthright discussion of how this is to be achieved. For example, what overtures have been made to local government, to other foundations, or to private donors and what responses have been received? How are the institution's regular resources expected to expand to cover the cost of carrying on the project?

Once you have established the value of your project, the need to do it right now, and the capability of your institution to handle the job, you should provide as much specific information as possible on how the project will be carried out. The professional personnel involved in the project should be identified and their credentials given. Vitas or resumes should, however, be limited to information directly relevant to the project at hand and should not exceed two pages in length. It is usually a mistake to assign the responsibility of principal investigator to a figurehead whose name appears only to add lustre to an application. Since the workplan should include information on exactly what each person involved in the project, including consultants, will do, it is very easy for reviewers to

GRANTS CHECKLIST

- Read guidelines and instructions issued by the granting agency.
- Be sure your project falls into the areas with which the granting agency is concerned.
- Mention potential spin-offs from the project which might serve other constituencies.
- Include specific information about your agency's ability to serve the public, particularly if the organization is not well known.
- Provide a detailed workplan telling how the project will be carried out.
- Indicate how the results of the project will be disseminated.
- Prepare a budget that is realistic.

distinguish between real and token members of a project staff. When staff will be hired especially for the project if the grant is awarded, a description of the qualifications to be sought for each professional position should be included. A word of warning is in order here too--a clear distinction should be made between projects requiring staff trained in library science and those needing an archivist, and personnel with appropriate skills should be hired.

Similarly, specific details should be provided on the technical aspects of the project. The size of the collection to be processed should be given in linear or cubic feet or in number of volumes or items if other types of material are involved. The

methodology to be used for processing should be clearly described. In most cases, the terms used should be defined since there seems to be little or no standard terminology in use by archivists today. It should be noted that the NEH Collections Program prefers to support processing only at the basic level, that is at the level needed to bring the collection under minimal control. It does not fund calendaring, or item-indexing, or subject-indexing except in the most extraordinary circumstances such as very valuable manuscript collections where a control needs to be created for each item for security purposes. The kind of finding aids which will be produced should be described and where possible sample pages, entries, or cards should be submitted.

Information should also be included on how the results of the project will be disseminated. For example, the NEH Collections Program requests that a report be made to NUCMC on any collection processed with our support. Where a "model" project results in manuals or reports, plans should be made to publish such reports in a form which will be readily available to those wishing to emulate the model. Similarly, microfilms of collections made with our funding must be made available for sale at cost and on inter-library loan as well as for consultation at the institution. In such cases, it is also suggested that a security copy of the master negative be deposited either at the Library of Congress or at the Center for Research Libraries in Chicago or at another appropriate institution.

Budgets should be as realistic and as tight as possible. Each item in the budget should

be clearly explained and justified in the workplan since the two will be read in conjunction. Where appropriate, as for example in microfilming projects or those involving automated data processing, comparative cost estimates should be submitted from both in-house and commercial vendors of such services.

The NEH Collections Program requires that institutions contribute 40% of the total costs of all projects to process backlogs or undertake other activities which would normally be considered the responsibility of the institution. Such cost-sharing provides concrete evidence of an institution's awareness of its problems and of its commitment to solving them. It should therefore take the form of real contributions to the project, not just a bookkeeping device.

If the project will have several stages, a general indication of the total amount of time it will take, the funding required, and the expected sources of that funding is helpful. Most grant programs will not commit themselves to support a project for more than a limited period of time, three years in the case of NEH, and the problem of on-going support for long-term projects should be addressed directly at the outset.

To sum up, the most important thing to remember in preparing a grant application is to think through what it is you wish to do, how you will go about it, and why it is important that you should do so--and then put it all down on paper as clearly and concisely as you can.

**Dr. Margaret S. Child is assistant director for the Centers for Research Programs in the Division of Research Grants of the National Endowment for the Humanities.*

SOA Candidates Announced

PRESIDENT:

Patrick B. Nolan: Head, Archives and Special Collections; Director, Local History Research Center; Adjunct Professor of History, Wright State University. *Degrees*: B.A., M.A., and Ph.D., University of Minnesota. *Archival Training*: College & University Archives Workshop, Case Western Reserve University, 1974; Conference on College Teaching of State & Community History, Newberry Library, 1977. *Professional Organizations*: Current SOA Council member. Current member, SAA Committee on Education and Professional Development. Former member, SAA Oral History Committee. Active in MAC. *Related Activities*: Member, Ohio Historical Records Advisory Board of the NHPRC. Lecturer, Religious Archives Workshop, Bergamo Center, Dayton.

Leslie J. Stegh: Director, Kent State University American History Research Center; University Archivist. *Degrees*: B.S., Kent State University; M.A., The Ohio State University; Ph.D., Kent State University. *Professional Organizations*: Current SOA Council member. Former Chairman SOA College & University Archives Committee. Regional editor of SOA Guide. Member of SAA and the Ohio Academy of History. *Related Activities*: Member, Ohio Historical Records Advisory Board of the NHPRC.

VICE PRESIDENT:

John J. Grabowski: Ethnic Archives Specialist, Western Reserve Historical Society. *Degrees*: B.A., M.A., and Ph.D., Case Western Reserve University. *Archival Training*: Course work at Case Western Reserve University. *Professional Organizations*: Current



PATRICK B. NOLAN

Chairman, SOA Audio-Visual Archives Committee. Regional editor of SOA Guide. Member, SAA Ad Hoc Committee on Ethnic Archives. *Related Activities*: Instructor, OHS Archives/Library Institute.

William J. Vollmar: University Archivist, The Ohio State University. *Degrees*: B.A. and M.A., Marquette University; Ph.D., The Ohio State University. *Professional Organizations*: Current SOA Council member. Former Chairman, SOA College & University Archives Committee. Member, SAA College & University Archives Committee. Charter member, Central Ohio Chapter of ARMA. *Related Activities*: Coordinator, College & University Archives Section, OHS Archives/Library Institute.

SECRETARY-TREASURER:

Frank R. Levstik: State Archivist, Ohio Historical Society. *Degrees*: B.A., Pikeville College; M.A., Virginia Polytechnic Institute and State University. *Archival Training*: Course work at Virginia Polytechnic Institute;

OHS Archives/Library Institute. *Professional Organizations*: SOA member.

Stephen C. Morton: University Archivist & Rare Books Librarian, Bowling Green State University. *Degrees*: B.A., Bowling Green State University; M.A., American University. *Archival Training*: Course work at American University; Archives Seminar, School of Library Science, University of Maryland. *Professional Organizations*: Former SOA Council member. Current SOA Secretary-Treasurer. Member, SAA College & University Archives Committee. *Related Activities*: Conducted a seminar in archival science in the School of Library Science, Kent State University.

COUNCIL SEAT #1

Virginia Ingram: Senior Conservator, Ohio Historical Society. *Degrees*: B.S., The Ohio State University. *Specialized Training*: OHS Archives/Library Institute; Institute of Paper Chemistry Seminar on the Scientific Approach to the Preservation of Paper Artifacts; University of Illinois Seminar on Conservation of Library Materials. *Professional Organizations*: SOA member. Member, SAA Preservation Methods Committee.

John V. Miller, Jr.: Director of Archival Services, University of Akron. *Degrees*: B.A., Franklin and Marshall College; M.A., University of Delaware. *Archival Training*: OHS Archives/Library Institute. *Professional Organizations*: Current member, SOA College & University Archives Committee. Former member, SOA Manuscripts Committee. SAA member. *Related Activities*: Chairman, ONAHRC Committee on Arrangement & Description. Member, OCLC Task Force for Cataloging Manuscripts. Chairman, Selection Committee, Psychology Archives Research Fellowship.

COUNCIL SEAT #2

Lee J. Bennish, S.J.: University Ar-



LESLIE J. STEGH

chivist; Associate Professor of History, Xavier University. *Degrees*: Litt.B., Xavier University; M.A., Loyola University; Ph.L. and S.T.L., West Baden College; Ph.D., Duke University. *Archival Training*: OHS Archives/Library Institute. *Professional Organizations*: Member, SOA College & University Archives Committee. Member, SAA College & University Archives Committee. *Related Activities*: Establishment of Xavier University Archives.

Janice E. Ziegler: Assistant University Archivist, Case Western Reserve University. *Degrees*: B.A., Hiram College; M.A., Case Western Reserve University. *Archival Training*: Archival Training Program, Case Western Reserve University. *Professional Organizations*: SOA member. *Related Activities*: Responsible for teaching practicum course of Case Western Reserve Archival Training Program. Assistant Director, Case Western Reserve University College & University Archives Workshop.

Secretary-Treasurer's Report

by Steven Morton

The Society of Ohio Archivists Council met on Apr. 22, May 13, Jul. 21, and Oct. 16, 1976 to prepare for the Spring and Fall, 1976, and Spring, 1977 meetings. Highlights:

- Because an insufficient number of ballots was returned, the constitutional amendments proposed at the 1976 Business Meeting will be resubmitted in 1977.
- Since the contract with the Ohio Historical Society for publication of the newsletter will not be renewed, John Kerwood and Alice Vestal will coordinate publication of the issues for 1977 on a trial basis.
- Council passed a resolution concerning the Larson-Lentz/OHS controversy.
- Officers for 1976-77 are:
President: Dennis Harrison, Western Reserve Historical Society
Vice President: Alice M. Vestal, University of Cincinnati
Secretary-Treasurer: Stephen C. Morton, Bowling Green State University
Council (new): Patrick B. Nolan, Wright State University
Council (new): Laura L. Chace, Cincinnati Historical Society
Council: Leslie J. Stegh, Kent State University
Council: William J. Vollmar, The Ohio State University

- The SOA will hold a joint meeting with the MARAC in Wheeling, West Virginia, in October 1977. This will replace the annual Fall Symposium.
- The current membership is 214: 150 individuals and 64 subscriptions.

SOCIETY OF OHIO ARCHIVISTS Secretary-Treasurer's Report February 1, 1977

Balance on hand,
February 27, 1976 \$1275.07

Income

Dues	\$ 660.00
College and Univ. Archives Committee	
Directories	31.50
Guides	360.00
Spring Meeting, Case Western Reserve Univ.	1235.75
Fall Meeting, Montgomery Co. Historical Society	585.00
SAA Fall Meeting, Washington, D.C.	102.80
Back Issues	54.30
Bumper Stickers	4.30
Miscellaneous	2.30
Subtotal	\$3035.95

Expenses

Spring Meeting	\$1336.37
Fall Meeting	896.18
Newsletter - Spring	350.00
Newsletter - Fall	238.75
Bumper Stickers	45.00
Stamps	39.00
Refunds	11.00
Subtotal	\$2916.30

Balance on hand,
January 31, 1977 \$1394.72

News Notes

The Case Western Reserve University Archives 8th Annual Workshops on College and University Archives will be held June 12-17, 1977. The introductory workshop is planned for individuals new to the field, for librarians who have been assigned to develop archival programs or for administrators concerned with records problems. The advanced workshop offers intensive consideration of selected topics as in-service training for working archivists. Experience in archives is required for registration in this group. For further information write:

Mrs. Ruth Helmuth
University Archivist
Case Western Reserve University
Cleveland, Ohio 44106

Mr. John Phillips joined the Central State University Library staff as Archivist-Special Collections Librarian in October 1976.

Dr. P. A. Gerstner, Curator of the Howard Dittrick Museum of the Cleveland Health Sciences Library has been named Editor of the Ohio Museums Quarterly, published by the newly organized Ohio Museums Association.

Daniel Kraska will replace Pat Smith as the Ohio Historical Society Local Records Specialist at the Western Reserve Historical Society.

An inventory of the Ihna T. Frary Audiovisual Collection has been published by the Ohio Historical Society. The nearly 16,000 photographs in this collection document the architecture of the Western Reserve and Firelands section of Ohio. The cost for this 96-page inventory is \$4.75 plus postage for OHS members and \$5.95 plus postage for non-members. Orders should be sent to the OHS Sales Department, Ohio Historical Center, Columbus, Ohio 43211.

The new address of the Northwest Ohio-Great Lakes Research Center is: 5th Floor, University Library, Bowling Green State University, Bowling Green, Ohio 43403.

The Salem Public Library has published The Salem, Ohio, 1850 Women's Right Convention Proceedings, compiled and edited by Robert W. Audretsch. It is available for \$7.00 postpaid from the Library, 821 East State Street, Salem, Ohio 44460.

Approximately 170,000 titles in the State Library of Ohio's subject collection have been entered into the OCLC data base. Information on Ohio documents is also being entered into the data base. Before materials are sent each month to depository libraries, each non-serial document is cataloged and entered using the Ohio Documents Classification Scheme.

A 6th annual cumulation of OHIO DOCUMENTS, edited by Clyde Hordusky, has been issued by the State Library. It supersedes all issues of OHIO DOCUMENTS published in 1976. A 5-year cumulation which will contain all entries from 1971 to 1975 is in preparation. At present, annual cumulations from 1971 to 1976 serve as a supplement to the UNION BIBLIOGRAPHY OF OHIO PRINTED STATE DOCUMENTS, 1803-1970, edited by Patricia Swanson.

Microfilm editions of the Clement L. Vallandigham Papers (1 reel) and the Tom L. Johnson Papers (8 reels) are available from the Publications Department of the Western Reserve Historical Society Library at \$12.00 per reel plus fifty cents for postage and handling.

Wright State University Special Collections Department has available for \$1.00 Patrick Nolan and Stephen Haller's First Stop for Local History Research: A Guide to County Records Preserved at Wright State University.

Acquisitions

Allen County Historical Society

Michigan Central Railroad. Engineering Dept. 3" x 5" negatives. ca. 5,000.

Railway Age. 1934-1959. 18 l.f.

Case Western Reserve University Archives

Busch, Henry Miller. Papers, 1927-1970, of a Professor of Sociology. 8 l.f.

Dahl, Randle. Papers, 1951-1976, of an Associate Professor of Industry, largely concerning arbitration. 6 l.f.

The Cincinnati Historical Society

Air Pollution Control League. Scrapbooks, 1959-1972. 2 l.f.

Bettman (Alfred) Foundation. Records, 1949-1974. 2.5 l.f.

Greater Cincinnati Bicentennial Commission. Records, 1975-1976. 15 l.f.

Hamilton County, Ohio. Probate Court. Indexes, 1791-1953. 6 l.f. Privately compiled indexes of probate court cases used by a title search company.

Save the Terminal, Inc. Records, 1973-1976.

Schwab, Mathias. Correspondence, 1861-1865. 1 l.f.

Seasongood, Murray. Papers, 1930-1960. 10 l.f.

Southwestern Ohio Lung Association. Records, 1910-1974. 15 l.f.

Clark County Historical Society

Clark County, Ohio. Auditor. Chattel tax duplicates, 1846-1899. ca. 15 l.f.

Clark County, Ohio. Auditor. Real estate tax duplicates, 1850-1899. ca. 20 l.f.

Clark County, Ohio. Marriage returns, 1820-1957. 1820-1840 incomplete.

Clark County, Ohio. Probate Court. Records, 1818-1919. Adoption & lunacy proceedings have been retained by the court.

Cleveland Health Sciences Library

Cleveland Clinic. Collection. 1889-1970, including working papers of George W. Crile, diaries, correspondence, and photographs. 22 l.f.

Gebhard, Bruno, 1901- . Papers, 1920-1970. 8 l.f.

Homeopathic Hospitals. Collection, 1844-1974. 1.5 l.f.

Kimball, Oliver Perry, 1887-1968. Papers, 1920-1964. 5 l.f.

Kent State University American History Research Center

Jamison, Thomas. Records, 1908-1940. 2 l.f.

Kent, Ohio. Trinity Lutheran Church. Records, 1877-1977. 5 c.f.

Mosher, Charles. Papers, 1972-1976. 50 c.f.

Portage County, Ohio. Clerk of Courts. Records, 1809-1911. 5 l.f.

Voices in Vital America. Records, 1969-1976. 50 c.f.

Warren, Ohio. Police Department. Police Registers, 1920-1939. 2 l.f.

Youngstown, Ohio. AFL-CIO Council. Records, 1957-1974. 8 c.f.

Kent State University Archives

Artist-Lecture Series. Office files, 1971-1975. 5 c.f.

Dean for Judicial Counsel/Director of Legal Services. Office files, 1969-1972. 4 c.f.

Executive Assistant to the President. Office files, 1973-1974. 1 c.f.

Foreign Language Teachers' Conference. Records, 1952-1974. 2 c.f.

Heiliger, Edward. Papers, 1970-1975. 1 c.f.

Kent Research Group. Records, 1946-1976. 1 c.f.

Kitchen, Paul. Papers. 1952-1970.

President. Office files, 1971-1976. 50 c.f.

Pringle, Kenneth. Papers, 1940-1970.
1 c.f.
Vice President for Public Affairs and
Development. Office files, 1964-
1974. 6 c.f.

Kent State University Ethnic Heritage
Collections

Lisaukas, Vladas. Papers, 1954-1956.
1 c.f.
Rolik, Andrew. Papers, 1922-1976.
1 c.f.
Stukas, Jack. Papers, 1941-1973.
4 c.f.

Marietta College

Buckingham, Catharinus Putnam, 1808-
1888. Recollections. 1 vol.

Northwest Ohio-Great Lakes Research
Center

Allen County Staff Development Program.
Records, 1948-1949. 1 l.f.
Bowling Green, Ohio. Sentinel-
Tribune, 1960-1970. 8 l.f.
Bryan, Ohio. Bryan Democrat and
Press, 1900-1941. 3 l.f.
Cataba Island Ohio Photographs, 1870-
1940. 200 items.
Crawford County, Ohio. Auditor.
School settlements and militia
relief records, 1845-1863. 1 l.f.
Crawford County, Ohio. Clerk of
Courts. Licenses, bills of
exception, and court records,
1832-1952. 15 l.f.
Electrical Workers Local 1076, Toledo,
Ohio. Records, 1930-1960. 3 l.f.
Fulton, Ohio. Clerk of Courts.
Witness books and J.P. dockets,
1866-1900. 1 l.f.
Great Lakes Published Materials and
Photographs, 1889-1976. 3 l.f.
Napoleon, Ohio. Napoleon Northwest,
1882-1892. 2 l.f.
Perrysburg, Ohio. Perrysburg Journal,
1868-1870. 1 l.f.
Picklands Mather and Company. Papers,
1888-1929. 2 l.f.
Plasterer's Local 7, Toledo, Ohio.
Records, 1930-1950. 2 l.f.

Putnam County, Ohio. Probate Court.
Bonds, witness books, mother's
pension records, treasury examina-
tions, and registry of nurses,
1843-1936. 3 l.f.

Sandusky County, Ohio. Board of
County Commissioners. Blind
Relief Commission minutes, 1847-
1851. 1 l.f.

-- County Home. Financial records,
statement of facts, correspondence
and minutes, 1864-1962. 10 l.f.

-- Auditor. Annual reports, account
records, minutes, and tax dupli-
cates, 1820-1930. 10 l.f.

-- Clerk of Courts. Supreme Court
licenses, witness books and
abstracts of votes, 1823-1950.
10 l.f.

-- Probate Court. Mother's pension
records and treasury examinations,
1875-1936. 1 l.f.

-- Sheriff. Jail register, 1869-1881.
1 l.f.

Toledo Central Labor Union. Records,
1889-1960. 5 l.f.

Toledo-Lucas County Port Authority.
Minutes, 1970. 1 l.f.

Toledo, Ohio. Ameryka Echo, 1889-
1971. 40 l.f.

Upper Sandusky, Ohio. Newspapers,
1855-1975. 6 titles. 50 l.f.

Wood County, Ohio. Auditor, Clerk
of Courts, and Treasurer's records,
1820-1968. 28 l.f.

Oberlin College Archives

Love, Donald M., 1894-1974. Papers,
1877-1974. 6.34 c.f. College
administrator.

"Music from Oberlin." Tape recordings,
1957-1963. 19 c.f.

National Student Association. Printed
matter, ca. 1947-1967. 3.34 c.f.

Oberlin Carpenters Union. Records,
1917-1962. 9 vols.

Oberlin Public Schools. Papers,
1843-1970. 2 c.f.

Oberlin Volunteer Fire Department.
Records, 1875-1946. 7 vols.

Shaver, Chester L., 1907- .
Papers, ca. 1928-1974. 3.67 c.f.
Professor of English.

Taylor, Lloyd W. & Esther Bliss, 1893-Papers, ca. 1920-1975. 2.67 c.f.
Professor of Physics and W.C.T.U.
leader.

Yeaton, Chester H., 1886-1970.
Papers, 1902-1952. 2.34 c.f.
Professor of Mathematics.

Ohio Historical Society

Athens County, Ohio. 4-H Clubs.

Photographs, 1976, used in slide
presentation entitled, Athens Past
in Athens Present. 569 items.

Beauregard, P.G.T. "Report on Morris
Islands South Carolina During the
Months of July, August, and Septem-
ber, 1863." Microfilm.

Bollard, Robert. Papers, 1948-1969.
6 l.f.

Columbus, Ohio. Mayoral campaign,
1975. 11 tape recordings.

Columbus, Ohio. Town Meeting Associa-
tion. Photographs, ca. 1949-1970.
240 items.

Early Ohio Political Leaders Micro-
filming Project. Microfilm copies
of the papers of Ethan Allen Brown,
Charles Hammond, Samuel Hunting-
ton, Thomas Kirker, Othniel Looker,
Return Jonathan Meigs, Jeremiah
Morrow, Arthur St. Clair, Winthrop
Sargent, Edward Tiffin, Allen
Trimble, Micajah T. Williams, and
Thomas Worthington are available
for loan or sale from the Society.

Fairfield County, Ohio. Records:
Auditor, 1828-1962; Board of Educa-
tion, 1891-1945; Clerk of Courts,
1831-1953; County Commissioners,
1850-1968; County Home, 1870-1941;
Probate Court, 1828-1949; Recorder,
1800-1913; Treasurer, 1858-1921;
Welfare Department, 1948-1966.
180 l.f. total.

Franklin County, Ohio. Probate Court.
Records, 1875-1955. 9 l.f.

Glass Bottle Blowers, Local 33, Mt.
Vernon, Ohio. Records, 1926-1974.
3 l.f.

International Association of Fire
Fighters, Local 379, Marion,
Ohio. Records, 1922-1961. 1 l.f.

Newark Area AFL-CIO Council. Records,
1903-1971. 2 l.f.

Ohio. Adjutant General. Rosters of
Muster Rolls of Civil War and
Spanish American War Soldiers.
413 microfilm reels.

Ohio AFL-CIO. Records, 1938-1976.
25 l.f.

Ohio. Auditor of State. Bureau of
Inspection and Supervision.
Correspondence and opinions, 1911-
1915, 1921-1927, 1930-1932. 2 c.f.

Ohio. Auditor of State. Chillicothe,
Cincinnati, Marietta, Steuben-
ville, Wapakoneta, Wooster, and
Zanesville United States Military
Land Offices and Connecticut Land
Company. Abstracts and lists of
accounts, entries, receipts, divi-
sions, forfeitures, lease locations,
patents, relinquishments, rever-
sions, sales, schedules, and vacan-
cies, 1798-1876.

Ohio Commission on Aging. Photographs
and newspaper clippings, 1968-1974.
1 c.f.

Ohio. Department of Economic and
Community Development. Records,
1971-1973. 1 c.f.

Ohio. Department of Health. Veter-
an's Burial Reports, 1949-1957,
1965-1968, 1970-1975. 3 c.f.

Ohio. Department of Natural Resources.
Records, 1949-1963, 1967. 3.5 c.f.

Ohio. Department of Transportation.
Bureau of Technical Services.
Aerial Engineering Section. Photo-
graphs, 1952-1969, ca. 1,500,000
items; manuscript road surveys,
1801-1840, 163 items; photographs,
1920-1972, 1.5 c.f.

Ohio. Environmental Protection Agency.
Records of water and sewage supply,
1930-1972, 15 c.f.; photographs,
drawings, opinions and findings,
1945-1960, 1970, 1972-1973. 1 c.f.

Ohio Industrial Commission. Labor
arbitration records, 1973-1975.
2 l.f.

Ohio Legislative Service Commission.
Precinct maps, 1965, 142 items;
Ohio House of Representatives com-
mittee files, 1947-1972, 10.5 c.f.;

records, 1937-1959, 1969-1972, 42 c.f.

Ohio. Office of Budget and Management. Records of the Finance Director, 1956-1971, .5 c.f.; Department records, 1973-1975, 21 c.f.

Ohio. Public Utilities Commission. Records. 1 c.f., 1 vol.

Ohio. State Highway Patrol. Photographs, 1933-1973, ca. 2,000 items; records, 1924-1976, 3 c.f.

Ohio. Supreme Court. Librarian of the Supreme Court letterbooks, 1883-1903, 3 vols.; Associate Justice Charles B. Zimmerman correspondence, 1932, 1937, 1939, 1.7 c.f.

Ohio Youth Commission. Records, 1962-1971. 13 c.f.

Pioneer and Historical Society of Muskingum County. Miscellaneous material, 1788-1945. ca. 500 items.

Ramsay, John. Papers, 1944-1965. 1 l.f.

Schneider, Norris F. Photographs, 1930-1976, documenting Zane Grey and U.S. Rt. 40. 210 items.

Temperance and Prohibition Papers Microfilming Project. Microfilm copies of the records of the American Issue Publishing Company, the Anti-Saloon League of America, the District of Columbia Anti-Saloon League, the Intercollegiate Prohibition Association, the Ohio Anti-Saloon League, the Prohibition Party, the Standard Encyclopedia of the Alcohol Problem and the World League Against Alcoholism as well as the papers of Howard Hyde Russell and issues of the American Patriot and the National Daily are available for loan or sale from the Society.

Vietnam Veterans Against the War/Winter Soldier Organization. Columbus Chapter. Photographs, 1970-1974. 230 items.

The Ohio State University Archives

Assistant Vice President for Business

Management. Records, 1963-1975. 9 c.f.

Cottrell, Donald P. Papers, ca. 1920-1960. 5 c.f.

Dean of the College of Agriculture and Home Economics. Records, 1960-1973. 6.2 c.f.

Department of Agricultural Engineering. Records, 1929-1973. 19 c.f.

Director of Telecommunications. Records, 1913-1973. 10 c.f.

Fawcett, Novice G. Papers, 1969. 10 c.f.

Ohio School of the Air. Records, ca. 1930-1960. 3.5 c.f.

School of Social Work. Records, ca. 1930-1960. 4.5 c.f.

Secretary of the Board of Trustees. Records, 1958-1972. 2 c.f.

Undergraduate Student Government. Records, ca. 1930-1972. 5.4 c.f.

Restricted.

Ohio University Special Collections Division

Athens, Ohio. Records of various offices, ca. 1830-1950. ca. 50 l.f.

Noble County, Ohio. Probate Court. Records, 1883-1937. ca. 35 l.f.

Ohio University. Board of Trustees. Minutes and supporting papers, 1804-1976. ca. 20 l.f.

-- Center for International Studies. Records, ca. 1960-1970. 11 l.f.

-- History Department. Records, ca. 1960-1970. 6 l.f.

-- Office of Residence Life. Records, 1967-1972. 11 l.f.

-- Provost. Records, 1969-1972. 3 l.f.

-- Vice President and Treasurer. Records, 1966-1973. ca. 6 l.f.

-- Vice President for Administrative Services. Records, 1957-1974. ca. 14 l.f.

Public Library of Cincinnati and Hamilton County. Rare Books and Special Collections Department

Eaton, Christopher. Photographs dealing with towboats on the Ohio River. 27 items.

Kent, Rockwell. Letters, 1936-1969.

Toledo-Lucas County Public Library

Afro-American Experience in Toledo.

5 oral history interviews.

Ethnic Experience in Toledo. 2 oral history interviews with German and Bulgarian immigrants.

Toledo Historical Photographs. 1870-1930. 500 items.

University Hospitals of Cleveland Archives

Admitting Department. Patient statistics, 1970-1974. 4 l.f.

Dermato-pathology reports, 1972-1975. 4 l.f.

Fife, Mrs. Gertrude. Records of the National Organization of Nurse Anesthetists. 2 l.f.

Hellerstein, H.K. Basal metabolism, EKG, and pathological reports, 1943-1947. 2 l.f.

House Officer. Office files, 1953-1972. 3 l.f.

Lakeside Unit. Collection, 1915-1917, of materials related to WW I service. 1 l.f.

Medical Records Department. Office files, 1938-1973. 9 l.f.

Medicine, Department of. Office files, 1951-1963, 1970-1972. 5 l.f.

Nursing Department. Office files, 1969-1974. 5 l.f.

Pathology, Department of. Office files, 1963-1964, 6 l.f.; and microfilm of autopsies, 1963-1965.

Pediatrics Department. Office files. 1930, 1950, 1973. 3.5 l.f.

Personnel Department. Personnel records, ca. 1920-1962, 1971. 22 l.f.

Physical Therapy Department. Office files, 1968-1973, 1975-1976. 5 l.f.

Pritchard, Walter H. Office files, 1953-1973. 9 l.f. Chief of Staff.

Program and Planning Director. Office files, 1971-1974. 12 l.f.

Public Relations. Office files, 1966-1969, 1971-1974. 4 l.f.

Scott, Roger B., 1913-1968. Professional papers, 1950-1968. 15 l.f.

Social Service Department. Office files, 1946-1959. 3 l.f.

Spock, Benjamin. Professional papers, 1958-1968. 7 l.f.

University of Akron American History Research Center

Akron, Ohio. Municipal Court. Records, 1862-1935. 640 vols.

Stark County, Ohio. Marlboro Township. Records, 1846-1972. 5 microfilm reels.

Summit County, Ohio. Probate Court. Marriage records, 1840-1865. 5 vols.

Summit County, Ohio. Welfare Department. Case files, ca. 1960-1969. 200 c.f.

University of Cincinnati Special Collections Department

Aeschbacher, William D. Office files, 1967-1973. 2.5 l.f. U.C. Professor of History.

American Society for Information Services. Records, 1964-1970. 1 l.f.

Hannaford, Samuel. Specifications and architectural drawings. 144 items.

Irvine, Peter. Research papers. 1 l.f. U.C. Professor of English.

Middletown, Ohio. City Commission. Records, 1914-1970. 7 l.f.

University of Cincinnati. Afro-American Studies Department. Oral History Project. Black Cincinnatians in the 20th Century. 2.5 l.f.

-- Assistant Vice President for Development. Office files, 1973. 3.75 l.f.

-- Board of Directors. Minutes and supporting papers, 1965-1971. 45 l.f.

-- Executive Vice President and Secretary of the Board of Directors. Office files, 1943-1955, 1969-1975. 48 l.f.

-- Executive Vice President and Secretary of the Board of Directors. Permanent Board of Directors files. 30 l.f.

University of Dayton Archives

Wright Brothers - Charles F. Kettering Oral History Project. 22 tapes and transcripts of interviews with relatives and associates in 1967.

Western Reserve Historical Society

American Labor News (Americke Delnicke Listy). Records, 1910-1950. 7 l.f.
Beebe (Emmet) Family. Papers, 1850-1964, of a farming family. 5 l.f.
Bellefaire. Records, ca. 1868-1958. 10.8 l.f.
Cleveland Council on World Affairs. Records, 1935-1976. 3.8 l.f.
Cleveland Jaycees. Records, ca. 1970-1974. 3.5 l.f.
Cleveland Music School Settlement. Records, 1925-1974. 210 l.f.
Czech National Hall. Records, 1889-1967. 4 l.f.
Gries (Rabbi Moses) Family. Papers, ca. 1860-1940. 1 l.f.
Haven, William A., 1888-1973. Papers, ca. 1933-1957, of Cleveland industrialist.
Inner-City Protestant Parish. Records, 1959-1968. 33.9 l.f.
Klein, Eugene. Papers, ca. 1860-1964. 1 l.f.
Kniola Travel Bureau. Records, ca. 1896-1935, relating to Polish immigration. 16 l.f.
Leet, William and Philo Bennett Families. Papers, 1725-1904 of pioneers in Avon, Ohio. 12 l.f.
Lewis, Fannie M. Papers, 1965-1976, relating to the Cleveland Model Cities Program. 35 l.f.
Lincoln Literary Society. Records, 1909-1968. 1 l.f.
Nebel, Abe L. Collection, ca. 1837-1970, of materials relating to Jewish families and institutions in Cleveland. 2.8 l.f.
Oakwood Club. Records, 1962-1970. 1.2 l.f.
Schifflein Christi Church. Records, ca. 1867-1975. 1.7 l.f.
Stokes, Louis. Papers, 1969-1975. 38 l.f.
Trotsky, Leon. Letter, 1921 Jul 22, to an unknown correspondent relating to the establishment of U.S.-Soviet relations. Xerox copy.
University Settlement House. Records, 1950-1971. 3 l.f.
Voelker, F. Papers, 1890-1929, of a

German-American minister. 4 l.f.

Wood County District Public Library

Genealogical records of the Adrich, Birdsall, Heron, Kerr, Linn, McCray, Pember, Porter, Powell, Sargent, Schaler, Shelmadine, Snyder, Tubbs, and Upton Families. Wood County, Ohio. Cemetery indexes for the Webster Township Cemetery, the Fish Cemetery in Freedom Township, the Eisenhour Cemetery in Freedom Township, and the Oak Grove Cemetery in Plain Township. Wood County, Ohio. Photographs of residential architecture.

Wright State University Special Collections Department

Armstrong, William. Papers, 1838-1847, including material regarding the Mexican War. 1 l.f.
Bimel Buggy Company. Records, 1905-1917. 1 l.f.
Chew, James A. Papers, 1950-1970, of a Dayton businessman. 2 l.f.
Community Research Incorporated. Records, 1960-1976. 30 l.f.
Dayton Civic Ballet. Records, 1935-1975. 10 l.f.
Dayton Council on World Affairs. Records, 1950-1976. 18 l.f.
Dayton-Miami Valley AFL-CIO. Records, 1947-1970. 3 l.f.
Gospel Mission. Records, 1929-1936. 1 l.f.
Hunn, Charles A. Papers, 1910-1920, relating to Mexican border raids and WW I. 1 l.f.
Miami Valley Arts Council. Records, 1960-1975. 2 l.f.
Siebenthaler Company. Records, 1880-1960, of a nursery. 2 l.f.
Simms, Charles V. Papers, 1970-1976, of the former Chairman of the Montgomery County Commission. 20 l.f.
Springfield, Ohio. City Council. Minutes and legislation, 1827-1913.
-- City Manager. Records, 1914-1960.
-- Fire Department. Annual reports, 1915-1951.

- Fire Department. Record of Fires, 1906-1951.
- Greenmont Cemetery. Records, 1803-1902.
- Health Department. Minutes, 1903-1912.
- Hospital Trustees. Records, 1898-1954.
- Police and Fire Commission. Records, 1891-1903.
- Police Court. Records, 1910-1921.
- Police Department. Arrest records, 1891-1950.
- Police Department. Complaint record, 1889-1940.
- Public Affairs/Safety Commission. Records, 1891-1913.
- Troy Buggy Works. Records, 1891-1909. 1 l.f.
- Troy, Ohio. Electric Light Works. Records, 1898-1931.
- Fire Department. Record of fires, 1907-1955.
- Mayor's Court. Dockets, 1820-1955.
- Mayor. Minutes, 1910-1955.
- Parks Commission. Minutes, 1921-1947.

- Police Department. Arrest register, 1909-1950.
- Police Department. Complaint register, 1924-1950.
- Public Safety Board. Minutes, 1907-1921.
- Riverside Cemetery. Minutes, 1849-1915.
- Rose Hill Cemetery. Minutes, 1849-1915.
- Service Director. Minutes, 1903-1955.
- Water Works. Records, 1884-1920.
- White, Dorothy. Papers, 1900-1970, of a silent screen actress. 1 l.f.
- Wolf and Wolf Retail Segar Co. Records, 1867-1872. 1 l.f.
- Wright Brothers. Unpublished negatives of 1909 Dayton homecoming. 1 l.f.

Xavier University

O'Connor, Paul L., S.J., 1906-1974.
 Presidential papers, 1955-1972.
 6 l.f.

